



### JOB OBJECTIVE

*High-energy Logistics professional targeting challenging assignments in **Warehouse Operations** in Automobile, Manufacturing & Plastic Packaging Industry.*

**Preferred Location:** Hosur, Jigani

### ACADEMIC DETAILS

**Master of Business in Supply Chain Management & Finance** from Dr. M.G.R. Educational & Research Institute, Chennai in 2019

**Bachelors in Corporate Secretaryship** from University of Madras, Chennai in 2016

**12<sup>th</sup>** from Kendriya Vidyalaya HVF Avadi, Chennai in 2013

**10<sup>th</sup>** from Kendriya Vidyalaya AMC, Lucknow in 2010

### CORE COMPETENCIES

Supply Chain & Logistics  
Inventory Management System  
Warehouse Management  
Vehicle Planning  
Carrier freight Negotiations  
First In First Out (FIFO)  
Reports & Documentation

### PROFILE SUMMARY

- Result-oriented professional offering **nearly 4 years** of work experience in Warehouse Operations, Logistics & Inventory Management.
- Showcased excellence in management and coordination with daily logistics team, operations support' receiving and processing **20 trailer loads** of finished goods
- Skilled in planning, scheduling, and coordinating with team members; freight receiving/unloading; housekeeping, inventory control, labor safety and productivity and operations profitability
- Proficiency in managing **inventory**, minimizing inventory-holding expenses, and ensuring adherence to optimum inventory level, thereby reducing wastage
- Expertise in directing all **logistics functions** including storage, distribution, payment realizations & customer support as well as negotiations with transporters for ensuring cost effective transport solutions; proven capabilities in coordinating with Vendors, Transporters for smooth functioning
- Comprehensive knowledge of **supply chain management**, basic administrative operations, warehousing and distribution concepts and inventory control and management
- An effective leader with excellent communication, negotiation and relationship building skills

### WORK EXPERIENCE

**Feb'21 – Till Now | Assistant- Commercial Dispatch | Manjushree Technopack Ltd., Bengaluru, Karnataka**

#### Key Result Areas:

- Leading entire end-to-end warehouse operations: managing company's warehouse ensuring all items were collected from the goods clearance location, receive at the warehouse, manage, store, and preserve properly.
- Monitoring the daily high volume of loading and unloading of trucks (**20 & 32 ft. containers**)
- Supervising and maintaining physical condition of warehouse by planning and implement new design layouts; inspect equipment; issue work orders for repair and requisitions for replacement
- Ensuring First in First Out (**FIFO**) for all products with efficient storage of materials according to the quality measures and procedures
- Managing standardized receiving, stocking, checking, and housekeeping procedures and conducting hazardous material/safety training for employees
- Creating inventory bills and escalating issues related billing processes
- Reviewing complete vehicle condition reports and inspecting the condition of vehicle including interiors, tires, frame, and conduct water leakage test.

## TECHNICAL SKILLS

MS Dynamics 365

MS Excel

Tally ERP 9

## SOFT SKILLS

Communicator

Innovator

Planner

Thinker

- Generating numerous reports including logistics & warehouse MIS reports, monthly vendor vehicle placement report and monthly freight gain and loss report
- coordinating regularly with vendors for vehicle placement discussions

### Highlights:

- Recipient of the prestigious **MTL Premier League Award** for performance excellence and consistent support and enhancements in production related KPI's
- Played a key role the introduction of a new Standard Operating Procedure (SOP); dynamic **"Cross-docking"** process for seamless and quick operations; its implementation reduced manual intervention for loading and unloading from **8 workers to 4 workers** thereby saving time and efforts
- Assisting the ongoing renovation and construction of new warehouse at Bengaluru

### Feb'20 – Jan'21 | Store & Logistics Executive | Neolacta Life Sciences Pvt. Ltd., Bengaluru

#### Key Result Areas:

- Executed day-to-day operations to ensure achievement of cost, productivity, accuracy, and timeliness objectives of the department
- Increased stock accuracy and reduced order shortages by improving goods-in and cycle counting processes
- Ensured physical verification of the items received for quality and quantity as well as of the warehouse stock and statutory registers
- Followed up with the procurement departments on receipts dates of all materials ordered

### Feb'19 – Nov'19 | Logistic Officer | Bisleri International Pvt. Ltd., Chennai

#### Key Result Areas:

- Tracked and maintained inventory levels in the warehouse
- Established regular communication with both local transporters and vehicle drivers from various states for smooth functioning
- Discharging all responsibilities as warehouse shift in-charge including preparation of GRN, billing activities, and updating staff of closing stock daily

### Oct'16 – Oct'18 | Customer Support Executive | Gamma Process Hub India Ltd., Chennai

## INTERNSHIP

### Dec'18 – Feb'19 | Logistics Coordinator | Om Logistics Ltd., Chennai

## CERTIFICATIONS

- Certified as **"Food Safety Officer" (level 2)** in 2020
- Certification in **Tally ERP 9** from AVTEC, Chennai in 2012

## PERSONAL DETAILS

- **Date of Birth:** 29<sup>th</sup> May 1994
- **Languages Known:** English, Kannada, Tamil, Telugu & Hindi